



ORU – Evidence Gathering Teams (EGT) Course Session Plan

Program Name: <i>Public Order Evidence Gathering Teams (EGT) Course</i>	
Centre of Learning/Unit (Session Owner): <i>Operations Support Division</i>	Centre of Learning/Unit (Session Deliverer): <i>Operations Response Unit</i>
Session Name: <i>Introduction to Video Camera</i>	
Session Duration: <i>45 mins</i>	Session ID: <i>Session Five</i>
Delivery Location: ☐ Academy ☒ Other (specify): <i>ORU Training Room (Classroom)</i>	
Author Name: 33(1)	V or VP Number: 33(1)
Aim: To provide learners with the knowledge and skills required to operate commonly used Evidence Gathering equipment	
Learning Outcomes: On successful completion of this session, learners should be able to: 1. Operate nominated video camera 2. Complete an 'Introduction Card' 3. Overview of the review process	
Resources/Equipment: - Classroom - Computer with mainframe access and MS PowerPoint - Overhead Projector and screen - Seating for all learners - Table or chairs with writing pad - Two trainers - Learners in dress of the day - Writing Pad - "Introduction to Video Camera" PowerPoint - Video Camera (one per pair)	
Pre-session Preparation: OHS Inspection of the training facility completed ☒ Yes ☐ No Comments:	

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- *Risk Assessment in place for the venue and checked*
- *Health and Safety Check of the working area – Suitable for session*
- *All trainers are first aid qualified*
- *Location of First Aid kits have been identified*

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VICTORIA POLICE

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Session Name: Introduction to Video Camera			
Delivery Method	Content	Delivery Resources	Time
Face to Face	During Knowledge Checks and De-briefs consideration should be given to utilising open style of questioning (Who, Why, What, Where, When, How) and Experiential Learning Cycle (ELC) to facilitate learning. Learners should be encouraged to ask questions at relevant times throughout the session. Trainers to meet and greet learners in the classroom. Trainers to make visual check to ensure all officers have appropriate resources (Writing Pad / Pen). Introduction Trainers will introduce themselves and the session Maslow - Trainer will go through relevant points from risk assessment, emergency evacuation procedures, location of first aid kits, welfare etc. Gestalt - Route map of session outlining Aim and Objectives. Knowledge Check - to cover overall subject to ascertain learner's levels of Knowledge / Experience. Open style of questioning (Who, Why, What, Where, When, How).		5 mins
Face to Face Group Activity	Trainer is to present the Power Point titled <i>"Introduction to Video Camera"</i> to the learners.	Power Point titled <i>"Introduction to Video Camera"</i>	35 mins

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	Trainer to conduct a knowledge check at the start of every slide and generate discussion by using open style questioning (5wh) to prompt involvement from learners. <u>SLIDE 1</u> Opening / Covering Slide (Nil information) <u>SLIDE 2</u> Trainers will ask learners if they are familiar with this type of camera or any other type of video camera. Picture of the SONY FDR-AX53 with some basic functions of the camera highlighted. Trainers will hand out the cameras to learners before demonstrating each basic function in a practical manner. If sufficient resources, learners will be given one camera each, or alternatively one camera between two learners. <u>SLIDE 3</u> Menu Screen Trainers will demonstrate how to get into the Menu screen. This is an easy two-		
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	step process. 1. Open the LCD Monitor 2. Touch the 'Menu' on the top left hand of the screen (LCD monitor is touchscreen) 'Setup' will be the only option used by learners at this early stage of the course, this will be found on the next screen (screenshot two) at the bottom right hand side of the screen indicated by an image of a toolbox. <i>Whilst there is a power button on the camera opening the viewfinder or LCD screen will turn the video camera ON automatically.</i> <u>SLIDE 4</u> Date and Time Learners must check the Date and Time before using the camera on every deployment. This must be checked against a source such as a mobile phone, watch or work computer. This will ensure continuity for any images used for evidentiary purposes. 1. Complete the first two 'Menu Screen' stages 2. Find the clock image 3. Press on the 'Date and Time' Settings 4. Make the appropriate changes to using the 'Date & Time' options		
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SLIDE 5

Insert Memory Card

Demonstrate to learners how to insert memory card.

1. Open LCD screen
2. Open the memory card slot
3. Insert memory card (label facing the viewfinder)

SLIDE 6

Format Memory Card

Learners must format the memory card at the beginning of a deployment, this will ensure the memory card will be working at its maximum capacity and also that there is no existing images on the card.

1. Complete the first two 'Menu Screen' stages
2. Press on the 'Format' setting
3. Choose the 'Memory card' to format

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	<u>SLIDE 7</u> Battery The battery is located at the rear of the camera. To identify how much time you have remaining on the battery you can press the Battery indicator on the top right hand corner of the screen or 1. Complete the first two 'Menu Screen' stages 2. Find the 'spanner' image 3. Press on the 'Battery Info' setting 4. Observe how much remaining battery you have left. This will also give you a indication as a % value. Consider changing your battery much like a 'Tactical reload' If you know the battery is running low and you have a moment to replace this with a full battery it is recommended you take the opportunity. <u>SLIDE 8</u> Monopod/Tripod Demonstrate to learners how the video camera is attached to the monopod or tripod using the screws located at the top of each instrument. Trainers should give a brief demonstration of how the monopod and tripod setup but this will be covered in more detail throughout the course.		
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	The main objective is for learners to identify how to attach the two items. <u>SLIDE 9</u> Camera Functions Trainers will now introduce basic camera functions to the learners before the completion of the first exercise. Zoom – Demonstrate to learners where the zoom function is located and how to operate same. Photo – Trainers should explain where the ‘photo’ button is located which will enable learners to take still images both whilst filming and when the camera isn’t recording. Power/Charge – Show learners which area of the camera that should be alighted when the camera is being charged. Start/Stop – Probably the most important function of the camera, show learners where the start/stop recording button is. This will start and stop recording footage. Viewfinder – Touch on the fact you don’t need to open the ‘LCD’ screen to use the camera, on this particular camera you can use the viewfinder. You will lose all situational awareness when using this method.		
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	<u>SLIDE 10</u> Optimal Settings What settings should the camera be using? This could be useful when troubleshooting <u>SLIDE 11</u> Live Streaming and Recording When performing 'Live Streaming' you cannot use the 4K file format if you are recording and streaming. Settings can be adjusted by completing the following 1. Menu 2. Image Quality/Size 3. File Format 4. Choose either XAVC S HD or AVCHD 5. Using either setting will ensure live stream will remain continuous when you are using the record function. Image quality that will be streamed back will not be affected as this will be streamed at 720p quality on the majority of occasions directly to the SPOC or electronic device. If you are strictly performing an Evidence Gathering role (not live streaming) it is recommended you still use the 4K (XAVC S 4K) option.		
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	<u>SLIDE 12</u> EGT Kit Layout A photograph and brief explanation of the EGT Kit. Trainers should consider bringing in a kit to show learners. <u>SLIDE 13</u> Introduction Card Introduction Card – Learners will be shown the ‘Public Order EGT Introduction Card’ adapted from the Derbyshire Constabulary. An example will be shown to the group, with a card handed out to each learner following this. Learners will complete the form, with the assistance of trainers if required. An introduction card is used to assist in the continuity process. The introduction card will be the first footage taken by EG’s for every deployment. The card provides deployment information such as date, event, members working, call sign of the unit and an approximate location. When the footage is viewed the introduction card will be the first image available and will provide insight to the event captured. This will ensure the person viewing the footage is observing the correct event, whilst also knowing key information regarding the deployment. This will be particularly helpful when the footage is viewed after a significant period		
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Exercise	of time. <u>SLIDE 14</u> Camera Familiarisation Exercise Learners will be required to complete the first practical exercise of the course. In pairs learners will find a location to record the following: • Introduction Card • Name • Public Order Experience • Most notable event worked • What makes a good EG (one word) • What are you hoping to gain from the course (one word) • Interesting fact about yourself (non-work related) • Take a still photograph at any stage during the interview Footage Review – Learners will review the footage from the “Camera Familiarisation” exercise. The review will be conducted in a discussion group format with an open environment encouraged. Trainers should emphasise participation from all learners with self-actualization strongly promoted. This is a non-assessable activity and a camera familiarisation session only.		
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	Conclusion The trainer is to conduct a knowledge check with the learners to satisfy themselves all the learning outcomes have been met. Suggested questions could be; - Explain how to format memory card? - Explain the benefits of the Introduction card? - Participation in the group discussion? (EDIP) THANK THE LEARNERS FOR THEIR ATTENTION AND EFFORTS. GIVE THEM INFORMATION ON THE NEXT SESSION IN THE SEQUENCE.		5 mins

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